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STATE OF WASHINGTON

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# Unique Facility Identifier Data Standards Business Case

**Business Sponsor Draft**

Version 1.3

**OFM Data Architecture Group**

Upcoming Reviewers

*Enterprise Architecture Committee*

*Statewide Stakeholders*

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## **Executive Summary**

This document presents the business case for establishing unique facility identifier data standards for all state owned and leased facilities.

## **PART 1**

### **1 Introduction and Background – Identify and Confirm Business Drivers**

#### **1.1 What is the business problem you are trying to solve?**

The Governor, Legislators, and other decision makers are currently limited by the lack of statewide facilities data that is standardized, accurate, and accessible by all agencies. Decision makers need standardized information regarding state owned and leased facilities to make informed decisions. State government must make sound decisions and achieve all possible efficiencies in the conduct of its business including the use of owned and leased facilities in support of the business processes.

The Office of Financial Management (OFM) has responsibilities for the inventory of state owned and leased facilities per RCW 43.82.150:

“(1) The office of financial management shall develop and maintain an inventory system to account for all owned or leased facilities utilized by state government. At a minimum, the inventory system must include the facility owner, location, type, condition, and size of each facility. In addition, for owned facilities, the inventory system must include the date and cost of original construction and the cost of any major remodeling or renovation.”

Currently there is no unique facility identifier to manage state owned or leased facilities assets. The lack of a unique facilities identifier results in the following business problems:

1. Responding to facilities data requests is difficult, costly, and inefficient for OFM and agencies.
2. The inability to identify and describe all state facilities accurately limits the state's ability to receive full Federal Emergency Management Agency disaster relief funding.
3. There is inconsistent, under reported and over reported facility data.
4. There is no methodology to track capital, maintenance, and operation costs and associate these costs with an individual facility.

5. Because of inconsistencies in identifying facilities, cost and revenue data must be gathered manually from multiple sources.
6. Cost data may not be accurate due to the inability to attach specific cost to specific locations.
7. Local government access to state facilities data is inefficient and limits regional and mass transit planning.

## **1.2 What are the business benefits of standardizing the data elements?**

A unique facility identifier would:

1. Strengthen state and agency control of owned and leased facilities by standardizing reporting and providing a unique identifier within OFM Enterprise Reporting.
2. Improve the budgeting process of OFM by providing a unique facility identifier for agency's decision packages.
3. Improve the state's ability to display facility data via the web.
4. Provide the ability to link state facility resources to local government geo-data resources in support of documentation of essential public state facilities, growth management and transportation objectives.
5. Improve the ability to track capital facility request and projects.
6. Improve statewide disaster planning and post disaster business continuity.
7. Improve the ability of OFM, GA, and other state agencies to analyze colocation opportunities, consolidated lease negotiations, and additional leasing versus ownership considerations, including analysis of space use efficiencies.
8. Improve the Higher Education Comparable Framework managed by the OFM Capital Budget Section.
9. Provide additional data to OFM Risk Management for insuring owned facilities
10. Improve the Comprehensive Emergency Management Planning (CEMP), State Hazard Mitigation Plan, and other Homeland Security requirements for the Military Department.
11. Improve the documentation of historical registry facilities.

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### **1.3 What impact will standardizing the data elements have on the business process?**

Some impacts of a unique facility identifier will be:

1. Agencies may need to dedicate resources in working with OFM providing a crosswalk in the current Facility Inventory System.
2. Agencies may need to update/replace their internal facility inventory system to provide a data field to accommodate a unique facility identifier.
3. Document modifications may be needed to be phased in by all agencies, to include a unique facility identifier.
4. Agencies will be required to use the same facilities data definitions as stated in OFM Facility Inventory System.
5. Systems may need reprogramming to accurately and consistently report facilities costs.
6. The statewide general ledger system is the official accounting system for tracking expenses/expenditures at a reporting level in accordance with generally accepted accounting principles. Additional categories for tracking facilities costs may be accomplished within the remaining lower levels available in the chart of accounts structure.
7. Additional staff training may be needed upon implementing a unique facility identifier.
8. Ongoing communication with stakeholders will be required to ensure success of the new facility data standard.

### **1.4 Who are the business and information technology stakeholders?**

The following would be considered stakeholders in developing Tier One Facility Asset Numbering system standards:

- OFM Facilities Oversight
- OFM Information Services
- OFM Accounting
- OFM Budget Division
- OFM Forecasting
- GA Real Estate Services
- GA Energy Star Project
- Department of Personnel
- Department of Information Services

### **1.5 Who do you recommend be on the Executive Data Governance Council?**

- Stan Marshburn, Deputy Director of OFM
- Jane Rushford, Deputy Director of GA

### **1.6 Who do you recommend be on the Data Stewardship Steering Committee?**

The following agencies are represented on the Data Stewardship Steering Committee:

- Office of Financial Management (OFM)
- Department of General Administration (GA)
- Department of Transportation (DOT)
- State Board for Community and Technical Colleges (SBCTC)
- Department of Natural Resources (DNR)
- Department of Social and Health Services (DSHS)
- Department of Corrections (DOC)
- University of Washington (UW)
- Employment Security Department (ES)
- Department of Ecology (ECY)
- Military Department (MIL)

## **PART 2**

### **2 Set Data Standard**

#### **2.1 Policy or system dependencies**

Policies were explored by the Unique Facilities Identifier Stewardship Team with the following recommendations:

- The Office of Financial Management (OFM) will assign UFI numbers and maintain UFI records
- All state facilities listed in the Facilities Inventory System (FIS) shall have a UFI number
- Agencies shall request UFI numbers using the FIS standard
- All agencies shall crosswalk the UFI with their internal facilities systems

- All new or upgraded facilities data systems and all other data systems, which identifies state facility locations, shall incorporate a UFI number
- The UFI data standard (field) creates no system dependencies.

## **2.2 Alternatives considered**

Alternatives were explored by the Unique Facilities Identifier Stewardship Team including but not limited to: SAAM based smart codes, computer generated random number sets, block of random numbers assigned by agencies, and alpha/numeric number sets.

## **2.3 What key issues were addressed?**

The Unique Facilities Identifier Stewardship Team explored a wide range of issues that related to documenting facility locations and cost data. The following list identifies key issues that were addressed:

- The Team defined facilities to be assigned a UFI number
- The Team determined that leased facilities would receive a UFI, noting that a leased facility UFI may have more than one lease assigned to the UFI
- The Team determined the UFI numbering methodology
- The Team determined the UFI management, record keeping and number set needed (quantity)
- The Team determined the short and long term impacts on agencies implementing the UFI
  - The short term impact is agency-developed crosswalks within current facility data systems
  - The long term impact is agencies creating a UFI field within facilities data systems.
- The Team identified that the UFI has potential for other applications beyond the FIS (Tier One data standard) as demonstrated by adding the UFI to payroll workstation assignments. The UFI would then support directories, facility planning, disaster planning, and FTE budgeting

## **2.4 Recommended Data Standard**

The Team recommended a unique alpha-numeric identifying number be assigned by OFM to all facilities as required by RCW 43.82.150. The Team recommended that the UFI be a randomized, non-repeating, alpha-numeric number consisting of

six characters: one alpha and five numeric numbers. An example of a UFI number is A03107.

#### **2.4.1 What is the scope and timeline required to implement standardizing the data element?**

- Scope
  - Agencies will use UFI numbers to identify and report agency facilities (leased and owned)
  - Agencies will develop crosswalks with the UFI number and agency facilities data
  - Agencies will implement the UFI number into all purchased, developed, or redeveloped database systems, which track facility locations
- Strategy
  - OFM will assign the UFI to the 2010 FIS report in preparation for the 2011 FIS inventory
  - OFM will provide additional instructions regarding the addition, change and deletion (disposal/closing) of facilities in the 2011 FIS instruction manual
  - OFM will provide forms for adding, changing and deleting (disposal/closing) of facilities
- Timeline
  - The UFI numbers will be assigned to the 2010 FIS and sent to agencies as part of the 2011 FIS inventory process
  - The UFI will be incorporated in the 2011 FIS report publish on October 1, 2011
  - OFM will begin assigning new UFI numbers starting September 2, 2011, with the completion of a UFI Request form
  - All active UFI numbers will be validated annually by all agencies through the annual FIS inventory.

#### **2.4.2 What are the impacts to implement the data standard?**

All agencies are currently required to report facilities to OFM in the FIS standard. The initial impact to implementing the UFI data standard is the staff time to create crosswalks with existing agency facility inventory data. There will be limited impact for new facilities data systems. There will be a limited impact for recording new, changed, or deleted (disposed/closed) facilities monthly.



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### 2.4.3 The UFI Data Standards

- Facilities eligible for a UFI number are established in [RCW 43.82.150](#) and detailed in the FIS instructions
- The UFI will be assigned and managed by OFM
  - All agencies will report additions (new facilities), changes (+/- square feet/cost changes due to new lease agreements or changes to owned buildings), or deletions (closures/disposed) to OFM monthly
  - OFM will assign UFI numbers monthly or as determine by OFM
- The UFI will be alpha numeric, consisting of six characters: one alpha and five numeric
  - The UFI alpha will be A through Z with each letter being assigned to randomized 100,000 number set
  - The UFI numeric will be a 100,000 number randomized in 10,000 increments (00001 to 10000, 10001 to 20000, and so on)
  - The complete UFI number set is A00001 to Z99999, generating 2.6 million UFI numbers
- Examples of a UFI number:
  - A03107
  - B90123
- UFI will identify facility locations using the [FIS standard](#). FIS standards are available at: <http://www.ofm.wa.gov/budget/sixyearplan.asp>.
- Leased facilities will receive a UFI; a leased UFI facility (building) may have more than one lease associated to one UFI number

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## Glossary

This Glossary refers to key words used in this document noted in **bold**.

### TIER ONE

Statewide Enterprise Architecture business processes, data, or technologies that are common among multiple state agencies.

Tier Definitions:

- Tier One: Across/among agency systems
- Tier Two: Within an agency
- Tier Three: Sub- agency level

These three different tiers depend on the degree to which they should be common, and what other entities with which they should be common. A description of the state's Tiers is available at: <http://isb.wa.gov/committees/enterprise/concepts/>

## Document History

Date	Version	Editor	Change
12/2/2009	1.0		Initial Draft
2/5/2010	1.1	Chuck McKinney	Second Draft
1/27/2011	1.2	Chuck McKinney	Part Two: Set Data Standard Draft
3/15/2011	1.3	Chuck McKinney	Part Two: Proposed Data Standard